

**Dunbritton Housing Association Ltd.
Minutes of Meeting of Management Board
Held at 6.00 pm on Wednesday 15 February 2023
In the Boardroom and Via Zoom**

Present: S. MacQuire (SMacQ) Chair; E. McCurdy (EM) Vice-Chair; A. Tuach (AT); A. Cameron (AC); J. Smillie (JS); G. Mulvaney (GMu); C.Chalk (CC); S. Aitken (SA); H. Sorrell (HS).

In attendance: A. Murphy (AM) Chief Executive Officer; P. Sweeney (PS) Asset Manager; R. Murray (RM) Housing Services Manager; D. Wilson (DW) Corporate Services Manager; E. MacDonald (EMacD) MacDonald-Cameron.

<p>1. Welcome, Apologies and Declarations of Interest</p> <p>SMacQ welcomed everyone to the meeting.</p> <p>Apologies were received from, C. Samain Corporate Services Officer and H. Maitz Finance Manager.</p> <p>No Declarations of Interest were made.</p>	<p>ACTION BY</p>
<p>2. Minutes of Previous Meetings</p> <p>The minutes of the meeting of 25 January 2023 were proposed as a true record by AT and seconded by AC.</p>	
<p>3. Matters Arising</p> <p><u>Matters arising from the meeting held on 25 January 2023</u></p> <p>Page 1, under National Lottery Cost of Living Community Anchor Fund, AM confirmed that the application was successful, and the funding has been received. AM noted that it will be distributed between West Dunbarton and Argyll and Bute foodbanks and to help assist any tenants in need.</p> <p>Page 2, *CONFIDENTIAL INFORMATON REDACTED FOR PUBLICATION*</p> <p>Page 2, Common Good Fund, AM confirmed that the fund is now sitting at around £1000, and staff are continuing to identify tenants who could benefit from assistance from the fund. AT suggested and it was agreed that the Board shall have a discussion in advance of the next meeting regarding contributing to the fund and will feedback to the staff via the Chair so that this may be budgeted for.</p> <p>Page 3, under Scottish Housing Regulator (SHR), AM advised that a report with regards to the incident at *CONFIDENTIAL INFORMATON</p>	

REDACTED FOR PUBLICATION* has been submitted to the SHR. They have not required any further information.

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4. Chief Executive Officer

a) Development update

EMacD presented the Board with a full update with regard to the development programme.

Dumbarton Harbour - PS confirmed that the quotation given to Cullross for the outstanding landscaping works is for a like-for-like with wildflowers being put back into the landscaped area at the walkway.

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The Board **noted** the report.

b) Key Performance Indicators (KPIs) Board Report

AM provided the Board with an update on the KPIs.

PS noted that there may be a slight drop within indicator 6 due to the current survey results we are receiving back of the EPC's that are being carried out.

The Board **noted** the report.

c) Agree KPI's

AM proposed for the Board's approval not to change any of the current KPI's and that the Board will review these again in 6 months.

The board **approved** this.

d) Governance Report

AM introduced the governance report. He detailed to new members that this report provides an update with regard to changes from relevant regulatory bodies.

AM stated that the report does not highlight any issues with complaint management.

The Board **noted** the report.

e) Community Links Report

<p>AM provided the Board with a report from Community Links in relation to financial inclusion, energy advice and cost of living, all of which they are working closely with Dunbritton on.</p> <p>A thanks to Community Links was noted for the submission of the recent successful bid applications.</p> <p>The report was noted.</p> <p>f) External Audit Extension of Contract</p> <p>AM asked for Board approval for permission to extend the current contract for two years with Alexander Sloan for external audit services.</p> <p>The Board approved the report.</p>	
<p>5. Corporate Services</p> <p>a) Membership Applications & Cancellations</p> <p>DW detailed that there has been 4 new applications and no cancellations to the organisation's membership.</p> <p>The membership now stands at 85.</p> <p>The Board approved the new applications and noted the contents of the report.</p> <p>b) Change to Housing Software</p> <p>DW detailed that we will go to procurement with regards to our housing software and the Board will be kept updated with regards to the procurement process.</p> <p>The Board noted the report.</p> <p>c) Cyber Security Accreditation</p> <p>DW informed the Board that we are looking to achieve cyber security accreditation and are working on this with Purity IT. A presentation will be provided to the Board confirming the security processes that we have in place.</p> <p>The Board noted the report.</p> <p>d) Board Membership</p> <p>*CONFIDENTIAL INFORMATION REDACTED FOR PUBLICATION*</p> <p>e) *CONFIDENTIAL INFORMATION REDACTED FOR PUBLICATION*</p>	

<p>The Board noted the report.</p>	
<p>6. Asset Management</p> <p>*CONFIDENTIAL INFORMATON REDACTED FOR PUBLICATION*</p> <p>The Board approved the report.</p> <p>a) Damp and mould</p> <p>PS confirmed that we are covering all the requirements with regard to dampness and mould. He is developing a policy and a procedure, which will run alongside a new action plan. The policy and action plan will be brought to the Board to help provide further assurance.</p> <p>The Board noted the report.</p>	
<p>7. Housing Management</p> <p>a) Tenant participation</p> <p>Scrutiny Panel - RM confirmed that the scrutiny panel meetings have been progressing with the panel looking at publications.</p> <p>Harbour Group – RM confirmed that the first meeting along with an estate action walk-around has taken place. RM is hopeful by doing this the group will help with the estate management issues within the Harbour.</p> <p>Clydeview (Room 40) – RM confirmed that Lyndsey McGillion (Housing Officer) is looking into usage for the common room at Clydeview and the allotments.</p>	
<p>8. Policies</p> <p>a) Updated Policies</p> <p>a.1 Adverse Weather Policy</p> <p>The Policy was approved.</p> <p>a.2 Audit Code of Practice</p> <p>The Policy was approved.</p>	
<p>9. A.O.C.B</p> <p>There was no A.O.C.B</p>	
<p>10. Date of next meeting – 22 March 2023</p>	